

COMPTROLLER OF THE TREASURY

Department or Agency

GENERAL OFFICE STATE AUTOMOBILE OPERATIONS

Subdivision or Bureau

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION

RECORDS RETENTION SCHEDULE

 502
Schedule Number

 1 of 1
Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of <u>nonrecord</u> material when no longer needed by office)
			A.	B. Distribution	
1	A-1	Motor Vehicle Expense Report	1	White Card - General Office	Retain for three years after last entry or until audit, whichever is later, then destroy
2	A-2	Daily Motor Vehicle Mileage Report	1	White - General Office	3 years, audit, destroy

Agency, Division or Bureau Representative



Signature

Chief, General Accounting Division

Title

Schedule Authorized by Hall of Records Commission

 4/29/70
Date



Archivist

Disposal Authorized by Board of Public Works

 5-1-70
Date



Secretary

Date: 4/28/70